

24 SEPT 1000

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Suggested Topics to be used in Summer Fellows Welcome Add.

FROM:

EXTENSION

NO.

DDA/EEO
6 E 2917, Hdqs.

DATE

10 September 1979

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

ADDA

ABW

FYI

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*Monday 24 Sept
1000-1015*

NOTE FOR: Associate Deputy Director for Administration
FROM : DDA EEO Officer
SUBJECT : Suggested Topics To Be Used In Summer Fellows
Welcome Address

Danny,

1. The following represents topics you should highlight in your welcome address to the Fellows:

A. DCI and DDCI's support for Summer Fellowship Program and other similar programs (i.e., Graduate Fellows, Co-Op, etc.).

B. CIA Charter and Mission

C. CIA's organizational structure, mission and function of each major component (i.e., DDO, DDS&T, NFAC, DDA, and E Career Service).

D. Since DDA managers have shown interest in 80% of the Fellows, it might be wise to speak on the mission and function of each DDA office.

2. You are the only speaker that will talk about the Agency's mission and function. Please be as detail as national security and time will allow. All briefings will be given in room 1E-78 Headquarters Bldg. You are scheduled to speak at 10:00 a.m. Your speech should last 15 minutes.

3. In closing you might wish to use:

Again, I welcome you to CIA and I trust your visit will be truly beneficial with the results of better understanding between us and the institutions you represent. I would like to thank Ms. Vie Kaufman and her colleagues from the National Urban League for the support they have given us in establishing our first Summer Fellowship Program. I would also like to thank each of you for accepting our invitation to visit us and help establish our first Summer Fellowship Program.

STAT

DDA/EEO